### STUDY ABROAD in 15 STEPS!!

1. **Submit Study Abroad Interest Form** at [https://usfca-cge.terradotta.com](https://usfca-cge.terradotta.com)
2. Research and select **accredited** study abroad options in LM 340 or online.
3. Apply for, or renew **U.S. passport**. Allow up to three months for delivery. Instructions and applications are available in LM 340.
4. Review program courses, graduation concerns, college/school requirements and policies, and **develop your graduation plan with major/minor academic advisors and Academic Dean**.
5. Schedule appointment with study abroad advisor for specific study abroad questions. **For financial aid concerns, consult the Office of Financial Aid prior to departure.** See “Frequently Asked Questions” Sheet for detailed information.
6. **Complete and submit USF and host program applications** to the CGE before the following deadline. We copy, scan, email, and mail all study abroad materials for **FREE!** See reverse for application instructions and how to order transcripts.
   - **March 1st** deadline for all Summer applicants
   
   A completed application is submitting all the host institution’s forms and documentation and USF’s study abroad compliance forms and documentation.
7. All students who wish to study abroad or participate in an International Program (e.g., faculty-led course, immersion, field trip, etc.) must have a satisfactory disciplinary record with the Office of Student Conduct Rights and Responsibilities (OSCRR); for study abroad programs, students must meet the 3.00 cumulative GPA requirement. **Complete the Disciplinary Clearance Release through your online USF application at usfca-cge.terradotta.com**
8. Inform the CGE of your program acceptance. **If you decide to cancel or postpone your study abroad, please inform the CGE and host institution/program.**
9. **Complete and submit host program’s confirmation materials** before their deadline (i.e., agreement forms, course information, housing questionnaire, deposits, etc.)
10. **Obtain & submit** the following materials to the CGE **BEFORE** departure:
    - COPY OF ACCEPTANCE LETTER or Email acceptance
    - COPY OF PASSPORT
    - WAIVER OF LIABILITY
    - PETITION to ENROLL at ANOTHER INSTITUTION (PEAI), which must be signed by:
      - Study Abroad Advisor, LM 340
      - You
      - University Evaluator (Office of the Registrar), LM 251
      - Major Dept. Chair or Faculty Advisor
      - Academic Dean at the Center for Academic & Student Achievement (CASA), UC 3rd floor
    - PROOF OF OVERSEAS HEALTH INSURANCE
11. Attend **MANDATORY** Pre-Departure Meeting. See the CGE for details.
12. **Plan USF courses for return semester** with your faculty advisor or school Academic Dean.
13. Find out if you need a **student visa** and apply in advance. This can take up to **60 days**, and a few consulates have VERY strict protocols. Prepare & plan ahead! **It is your responsibility to obtain a visa.**
14. Make airline reservations. Obtain necessary immunizations and meet with your physician to discuss travel plans and handling of prescription medication abroad.
15. Familiarize yourself with your host country’s customs, language, etc.
USF SUMMER STUDY ABROAD GUIDE

1. Go to the Terra Dotta CGE page at https://usfca-cge.terradotta.com
2. From the menu bar to the left, select “Programs”
3. From the Term section, select “Summer” and then click “Search”
4. Select the External Summer Program option
5. Review Program Description, and click on the “Apply Now” button
6. Select “OK” from the pop-up window that will appear
7. On the following page, select the first option “I have a MyUSF username and password”
8. Follow the on-screen instructions to complete the rest of your summer program information

**Be sure to complete all of the required signature documents, materials, and questionnaires by the March 1st deadline**

OFFICIAL TRANSCRIPT ORDERING ONLINE

1. Log on to your myUSF account at https://myusf.usfca.edu
2. Click on the “Self Service” tab.
3. Click on the “Student Records” menu, click on “Request an Official Transcript or Enrollment Certificate”
4. Click on “Click Here” to place an order for an official transcript (transcripts are $10 per request)
5. Fill out your personal and student information (two web pages)
6. Select your Transcript and Delivery details: fill out with your program’s information and address, or select “Hold for Pick Up” if you want our office to mail out your transcript
7. After you complete & submit your online request, allow 3-5 business days for processing, then follow up with the Office of the Registrar for any additional questions or pick up. DO NOT OPEN ENVELOPE!!!

If you wish for our office to mail out your transcript, you must pick your transcript up at the Office of the Registrar & bring it to the Center for Global Education, LM 340, in its SEALED envelope.